

Welcome to CRT Resources, Services and Materials

**OPI Assessment and Test Administration Conference
Billing, MT
January 29-30, 2009**



Introduction

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Measured Progress**

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Administration Dates*

CRT - Alternate

February 10 – March 25, 2009

CRT

March 2 – 25, 2009

(*See page 3 of the 2009 *Test Coordinators Manual*)



Overview of Presentation

- Updates
- Important Resources
- Measured Progress Packing/Shipping
- System/School Receiving
- Administration
- Returning material to MP
- Reporting



New for 2009*

Two Shipments:

Shipment 1 –delivered to system offices
February 6-11. Material will consist of CRT
training CD and administration manuals and all
CRT- Alternate testing material.

Shipment 2 – delivered to system offices
February 19-26. Boxes will be addressed to
schools and contain all CRT testing material.

There will be no system boxes in this shipment

Test Administration Manuals

One manual for all grades. Specific instructions for
certain grades are indented and italicized.

* (page 4 of 2009 *Test Coordinators Manual*)



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Important Resources

Montana Office of Public Instruction (OPI)

- Judy Snow – (406) 444-3656

Measured Progress Montana Service Center

CRT

- Danielle Hornsby - (888) 792-2741
- Nancy Hall – (888) 792-2741

CRT-Alternate

- Lynn Albee – (800) 431-8901 ext. 2309

Other important phone numbers are listed on page1 of the 2009 *Test Coordinators Manual* (TCM)



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OPI Assessment Website

<http://www.opi.mt.gov/Assessment/index.html>

- Access the JUMP newsletter
- Download manuals and forms
 - *CRT Alternate Assessment Manual*
 - *2009 Accommodation Manual*
 - *MontCAS Test Security Guidelines*
 - *Test Security Information for Teachers*
 - *2009 Test Coordinators Manual*
 - *2009 Test Administrators Manual*
 - Test Security Agreement forms
 - *Voided and Unused Barcode Label Form*
- Calendar of events
- Other important assessment information



Measured Progress iServices

To access *iServices* go to <http://iServices/>, select “**Montana**” or “Montana Alternate” from the drop down menu and then select a service.

From the Montana *iServices* homepage you may:

- Register for upcoming CRT and CRT-Alternate development meetings
- Download additional forms and manuals
- Access the online reporting system (MARS)
- Order additional testing material
- Request a UPS pickup for the return of your testing material
- Order Large Print Test Booklets



Montana iServices Home Page



Montana
Online Services

- ☐ CRT and CRT Alternate Meeting Registrations
- ☐ Forms and Manuals
- ☐ MARS
- ☐ Order Additional Materials
- ☐ UPS Pickup Request
- ☐ Order Large Print Test Booklets
- ☐ Home



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Measured Progress Packing

- Shipping information received from OPI in the fall.
- AIM enrollment data received from OPI on Feb 3, 2009 (label file)
- Test materials quantities determined by enrollment plus overage
- Materials are packed by grade and by school. All material is shipped to system offices
- Test booklets assigned a unique barcode for tracking purposes



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Shipping/Receiving

- Materials will be shipped to systems on Feb 13, 2009 via UPS
- UPS is a third party carrier
- If you have not received test materials by February 25 call Measured Progress (888) 792-2741
- System Inventory*
 - Verify that you have boxes for all schools/grades in your system?
- Systems distribute boxes to schools
- School Inventory*
 - Open boxes and inventory contents immediately
 - Verify that the quantities you received match the quantities listed on materials summary sheet

*Inventory process may vary between systems




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Additional Materials

- Additional Materials may be ordered only if you have already received a shipment
- To order materials you will need the schools MPShipCode. This code may be found on the Materials Summary Form.
- Additional CRT test booklets, Student Response Booklets, and CRT- Alternate Testing material may be ordered via *iServices* from February 20 – March 23
- Additional large print test booklets are ordered using a separate system listed on the *iServices* page, orders received after March 6 will not be processed.
- Additional shipping materials may be ordered Feb 20 – March 30.
- Additional manuals and forms can be downloaded from *iServices* or OPI's website;
<http://www.opi.mt.gov/Assessment/index.html>



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50 Education Way
 Dover, NH 03820

MATERIAL SUMMARY


Ship To:


MP Ship Code: 00000000207936		Date Picked: 02/14/2008	
Contract Name: MONTCAS 2007-2008		Administration: 2007 - 2008	
County Code: 102100	County Name:	SU Code:	Superintendent Unit Name:
District Code: 0997	District Name: Wibaux K-12 Schools		
School Code: 1789	School Name: Wibaux 7-8		
Grade: 08		Enrollment: 6	
Total Boxes Shipped: 2			

Box Label: 000000211547001	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Test Booklets	EA	10		
Return of Answer Document Box(es) with Attached 2-Day RS Label	EA	1		
Grade 8 Student Response Booklet	EA	10		

Box Label: 000000211547002	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
Grade 8 Set of Student Labels	EA	1		
Return Service Labels - Ground	EA	1		
Special Handling Envelope	EA	1		
Grade 8 Return of Used Answer Document Envelope	EA	1		
Memo	EA	1		
Grade 8 Test Administration Manual	EA	1		
Form for Voided Barcode Labels	EA	1		
Material Summary	EA	1		

MP Ship Code: *00000000207936* Page: 1 of 1





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CRT Test Administration

March 2 – March 25, 2009

Prior to Testing

- Identify students to be tested
 - be sure students are enrolled at your school and that your student information system is current (AIM)
- Identify students who will be taking the CRT-Alternate (see page 12-14 in the 2009 *Test Coordinators Manual*)
- Identify students with accommodations
- Have a testing plan in place

What's Inside the CRT School Boxes?

- Memo
- Materials Summary
- Student labels – sorted by grade, teacher, student
- Form for voided and unused barcode labels
- *Test Administrators Manuals (TAM)*
- Special Handling Envelope
- UPS ground label for returning test booklets
- “For Return of Used Answer Documents” envelope
- Flat box with pre-affixed UPS 2Day RS label for returning used student response booklets
- Test booklets (large print & Braille)
- Student Response Booklets (Answer Documents)



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Student Labels

Example of Students Barcode Label

LastName, FirstName

Grade:

Barcode
State Student ID (AIM)

Teacher: (AIM “sortby” field)

School Name

SysCode SchCode



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Student Labels and Label usage

- Label Data was extract from AIM on February 2. All students enrolled at you school in AIM on that date will be included
 - If the Student ID is correct use the label even if you find that other student information on the label is incorrect, (i.e. misspelled name or wrong grade.) All errors should be reported to the AIM staff at OPI
 - If you did not receive a label for a student you must bubble Boxes A, B, D & E on page1 of the Student Response Booklet (see p.15-17 of the 2009 *Test Administrators Manual*)
- Teacher information was also included in the January extract. If you included a teacher name in the AIM “sortby” field this will be printed on the label
- Updates, additions and deletions to student information can be made in AIM until March 27 to insure the accurate reporting of participation and assessment results*
 - * Reporting errors that are identified as the result of improper coding in AIM or on the Student Response Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS



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Voided and Unused Barcode Label form

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- All unused student labels should be affixed to this form - check the appropriate box or write a brief explanation as why it was not used
- The form is school specific but not grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grades “Used Answer Document” box. (see page 27 of TCM)



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Example of Voided and Unused Barcode Label Form

MontCAS CRT & CRT Alternate VOIDED and UNUSED BARCODE LABEL FORM

Note that all student label information is extracted from AIM in late January. If a student is no longer enrolled at your school please update your local student information system prior to the end of the testing window. If a student's name is misspelled or the grade level is wrong you may still use the label but be sure the correct information is entered into your local student information system prior to the end of the testing window. All student information changes must be in AIM to insure that CRT reports reflect the correct student information and enrollment status.

1. Place each voided or unused student barcode label in the designated area below.
2. Please check the reason why the label was voided or unused. If the reason is not listed please document the reason in the space labeled "Other" below the label.
3. Return this form to Measured Progress "loose" with your answer document envelopes in the "Return of used Answer Documents" box. For more packing information please see page 27 of your 2009 Test Coordinator's Manual.

If you should have any questions regarding student testing, please contact Judy Snow, State Assessment Director, at (406) 444-3656 or jsnow@state.mt.us



Other: _____

- ☐ Moved Out of State
- ☐ Moved In State
- ☐ Withdrew/Dropped/Location Unknown
- ☐ Transferred In System
- ☐ Transferred to Non Public School
- ☐ Grade Level Error



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Student Response Booklets/ Answer Document

- Page 1 bubbling
 - Label vs. no label
 - Grade 4-8 & 10 Test Booklet Form Number



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Returning Test Materials to Measured Progress

It is never too early to return materials!

Two shipping methods for materials

- **UPS 2nd Day Air - Student Response Booklets/Answer Documents**
 - Label is pre-affixed to the grade specific “For Return of Used Answer Document” boxes
- **UPS Ground – All other “secure” testing materials**
 - Secure testing materials are all the test booklets and unused Student Response Booklets/Answer Documents
 - Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers



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Returning Test Materials to Measured Progress

(see page 26 -28 of TCM for more detailed instructions)

Student Response Booklets and other documentation

- Place your used Student Response Booklets into the grade specific “For Return of Used Student Answer Documents” envelope
- Booklets that have been soiled or are unscannable should be placed in the “Special Handling” envelope
- Complete the Voided or Unused Barcode Label Form (if necessary)
- Sign OPI security documentation
- Put all the above into the “Return of Used Answer Documents” Box and ship to Measured Progress no later than March 27
- Return to Measured Progress via UPS
 - Option 1 – use iServices to arrange next day pick-up
 - Option 2 – Call UPS directly to arrange a pick-up
 - Option 3 – (not listed in TCM) give pre-labeled boxes to any UPS driver



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Returning Test Materials to Measured Progress

(see page26-28 of TCM for more detailed instructions)

Test Booklets

- Put all test booklets into the boxes, seal and apply the UPS ground labels that you received in the initial shipment
- Return to Measured Progress via UPS
 - Option 1 – use iServices to arrange next day pick-up
 - Option 2 – Call UPS directly to arrange a pick-up
 - Option 3 – (not listed in TCM) give pre-labeled boxes to any UPS driver
- A final pre-scheduled pick up will occur Tuesday March 31 for schools who do not have activated UPS labels and for the return of testing materials

Answer documents not received by Measured Progress by April 2 will delay the release of state wide results on June 2



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Reporting

- Montana Analysis and Reporting System (MARS)
 - Assessment results will be reported on June 2
 - Access MARS via the iServices website
<http://iServices/>
- Passwords will remain the same
 - Password information may only be obtained from OPI
 - New password requests are to be through OPI
- Parent letters and labels will be shipped the first week of September



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Questions?



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